

UNITED STATES PROBATION OFFICE
Western District of Arkansas



NOTICE OF VACANCY

ANNOUNCEMENT #: 14-USPO-03

POSITION TITLE: Supervisory U.S. Probation Officer
Full-Time Permanent

LOCATION: Fort Smith, Arkansas

SALARY RANGE: \$66,093-\$126,960 (CL 29/01-CL 30/61)
*Salary is dependent upon experience and qualifications.
Future promotion potential is possible within these ranges without
further competition.*

OPENING DATE: Friday, May 30, 2014

CLOSING DATE: Open Until Filled – First Application Review Date Monday,
June 16, 2014. Applications received by that date will be given
preference.

POSITION OVERVIEW

The U.S. Probation Office for the Western District of Arkansas has an immediate opening for a Supervisory U.S. Probation Officer. A Supervisory U.S. Probation Officer performs supervisory work related to the full range of probation and pretrial services officer law enforcement duties. The Supervisory U.S. Probation Officer primarily directs law enforcement officers assigned to the monitoring, investigation, and supervision of offenders/defendants. The incumbent may also supervise certain technical and administrative staff.

REPRESENTATIVE DUTIES (which include, but are not limited to):

- Supervise professional law enforcement, technical, and support staff in their duties, including establishing standards, evaluating performance, handling minor infractions, and recommending disciplinary actions. Confer regularly with staff to provide direction and assistance in case situations and with general operational procedures. Receive, prioritize, and assign work to staff, ensuring that work is assigned fairly and equitably. Monitor time and attendance and evaluate and approve leave requests. Provide training and orientation for new staff members. Serve as a resource for officers and other staff to assist with performing work successfully and efficiently. Develop and implement training programs for officers and staff. Make recommendations regarding new hires, personnel actions, and terminations.
- Review and edit written work, including case plans, correspondence, and reports submitted to the court. Ensure that recommendations made by officers to the court adhere to local and national policy and guidelines. Ensure adequate coverage for office activities, court appearances, etc. Conduct audits and reviews of case work. Analyze management reports for efficient distribution of work. Establish schedules and deadlines for completion of work.
- Develop recommendations and advise the court on appropriate issues. Assist senior managers in the formulation and modification of office management policies. Assist in monitoring the work of vendors and contractors, including negotiating terms of agreement, evaluating work, ensuring that contract terms are met, and related activities.
- Communicate and respond to management requests regarding case operations. Answer procedural questions for judges, staff, and the public. Provide customer service and resolve difficulties while complying with regulations, rules, and procedures. Abide by the Code of Conduct for Judicial Employees and court confidentiality requirements. Demonstrate sound ethics and good judgment at all times. Handle confidential and sensitive information appropriately.
- Perform any or all duties of a probation or pretrial services officer, including investigating and/or supervising offenders/defendants

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS, & ABILITIES)

- Demonstrate knowledge of the roles and functions of the federal probation and/or pretrial services office, including knowledge of the legal requirements, practices and procedures used in probation, parole, and/or pretrial services. Display knowledge of the roles, responsibilities, and relationships among the state and federal courts, U.S. Parole Commission, U.S. Marshals Service, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, and other organizations. Exhibit an understanding of how other judicial processes and procedures relate to officers' roles and responsibilities.
- Display knowledge of federal law and the criminal justice system particularly as it relates to federal probation, pretrial services, and parole policies and procedures. Demonstrate knowledge of surrounding communities and available community resources. Display skill in investigative techniques and in investigating offenders'/defendants' backgrounds, activities, and finances, and determining the legitimacy of their income. Exhibit an understanding of the Bail Reform Act, sentencing guidelines, statutes, Federal Rules of Criminal Procedure, applicable case law and changes in the law.

- Demonstrate skill in analyzing and summarizing legal concepts and issues, legal reasoning, and critical thinking. Display skill in supervising offenders/defendants, risk assessment, and developing appropriate alternatives and sanctions to non-compliant behavior. Exhibit skill in counseling offenders/defendants to maintain compliance to conditions of their release. Display skill in evaluating and applying sentencing guidelines. Demonstrate the ability to follow safety procedures. Demonstrate the ability to discern deception and act accordingly.
- Apply knowledge of supervisory and employee management principles. Display performance management skills through assessing and documenting employees' performance against established goals and objectives within a specific rating period. Display an understanding of applicable employee rights, protections, and avenues of appeal. Use mediation and problem solving skills when managing conflicts in the workplace.
- Display the ability to effectively represent the probation/pretrial services unit among work groups and between the court and external organizations. Demonstrate proficiency in problem solving, trouble shooting, and identifying alternative solutions. Display the ability to make timely and effective decisions.
- Demonstrate skill in the use of automated equipment, including word processing, spreadsheet, database applications, and applicable automated systems, websites, and other computer-based systems used by the court. Display the ability to manage new local and national applications. Use computer software, internet, and automated systems to perform record checks, track detection test results, conduct research, compile criminal history information, and complete similar activities.

EDUCATION REQUIREMENTS

Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position, is required for all probation or pretrial services officer positions.

EXPERIENCE REQUIREMENTS

In addition to meeting education requirements, applicants must also have the specialized experience in the amounts shown in the chart below for each classification level for this occupation.

CL-29	To qualify at the CL-29 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL-28 probation/pretrial services officer in the U.S. Courts.
CL-30	To qualify at the CL-30 level, the applicant must possess a minimum of three years of specialized experience, including at least one year as a CL-29 probation/pretrial services officer in the U.S. Courts.

SPECIALIZED EXPERIENCE

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable

A portion of the required specialized experience must include progressively responsible administrative, technical, professional, supervisory, or managerial experience that provided an opportunity to gain: (1) skill in developing the interpersonal work relationships needed to lead a team of employees; (2) the ability to exercise mature judgment; and (3) knowledge of the basic concepts, principles, and theories of management and the ability to understand the managerial policies applicable to the probation office.

MEDICAL REQUIREMENTS & BACKGROUND INVESTIGATION

U.S. Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Probation Officer may, at his discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines.

APPLICATION PROCEDURES

Individuals interested in being considered for this position are invited to submit a letter of interest, a detailed resume which addresses qualifications, skills, abilities, education, and experience necessary to perform the duties as a Supervisory U.S. Probation Officer, and a completed Application for Judicial Branch Federal Employment (Form AO-78). Applications for Judicial Branch Federal Employment (Form AO-78) may be downloaded from our website <http://www.arwp.uscourts.gov/index.php/employment>.

Email your complete applicant packet to (PDF format preferred):
hr@arwp.uscourts.gov

ADDITIONAL INFORMATION

- Only qualified applicants will be considered for this position.
- Reimbursement of relocation expenses for this position is not authorized.
- Applicants must be a U.S. citizen or eligible to work in the U.S.
- Applicants selected for interviews must travel at their own expense.
- This position is subject to mandatory electronic funds transfer (direct deposit) participation for payment of net earnings.
- The U.S. Probation Office requires employees to follow a code of conduct, which is available upon request.
- The U.S. Probation Office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources.
- The U.S. Probation Office reserves the right to modify the conditions of this job announcement or withdraw the announcement, which may occur without prior written or other notice.

The United States Probation & Pretrial Services Office for the Western District of Arkansas
is an Equal Opportunity Employer and values diversity in the workplace.